

FY 2009 REQUEST FOR PROPOSALS

\$200,000 - State Crime Prevention Grants

Deadline: Thursday, May 1st 2008 at 1:00 pm

The Utah Commission on Criminal and Juvenile Justice (CCJJ) is requesting proposals from Utah state agencies, units of local government and non-profit organizations conducting business in Utah for two different grant programs.

The funding period is July 1, 2008 to June 30, 2009. Awards will be made based on a competitive grant process. Projects are awarded funding for one year and are required to reapply each year.

FY 2009 State Crime Prevention Grant purpose areas (not in priority order):

- Crime prevention programs that teach citizens how to keep their property and themselves safe.
- One-time programs that train professionals on the latest crime prevention strategies or issues.
- Programs that promote public awareness about and prevention of methamphetamine abuse.
- Programs that promote public awareness about and prevention of prescription drug abuse.
- Programs to prevent dating violence and promote awareness of the problem among youth and parents.
- Programs that prevent underage drinking (the use of alcoholic beverages by youth under the legal drinking age of 21).

For questions on the FY2009 State Crime Prevention Grant contact

Richard Ziebarth at (801) 538-1812 or rzebarth@utah.gov

Application Information

FY 2009 State Crime Prevention Grant (SCPG)

Crime Prevention Grants

Up to \$200,000 will be awarded for community crime prevention efforts. You may not request more than \$50,000 unless your program has a statewide impact or serves more than one community. Due to limited funding, it is highly unlikely that more than one grant exceeding \$50,000 will be awarded. ***Project proposals that clearly demonstrate a statewide impact will be afforded 5 additional points. Continuation projects from the previous year will be afforded 5 additional points as well.***

General Submission Requirements

1. All applications for 2008-09 funding must follow the required format and contain the required forms. One original and three (3) copies are required.
2. **Applications are due by 1:00 pm on Thursday, May 1st, 2008** at the Utah Commission on Criminal and Juvenile Justice, Utah State Capitol Complex, East Office Building, Suite E-330, SLC, UT 84114-2330. No late applications, faxed applications, or e-mailed applications will be accepted.
3. Your application must be signed by the appropriate officials. All sections of the application pertinent to the proposed project must be completed in full.
4. Letters of participation in the project are required and must detail the specific contributions being provided to the proposed project. Do not include letters of support.
5. Your agency must assure its willingness to comply with all grant requirements for administration, monitoring, reporting, evaluation, and data collection by reviewing and signing all applicable Grant Conditions (Appendix 1). The signed assurances must be attached to and submitted with the original grant application.
6. Although an effort will be made to continue the funding of successful projects, each project must stand on its own merit annually. No project is guaranteed continuation funding.

Program Guidelines

There are separate guidelines you must follow for each grant program.

Crime Prevention Grant Program Guidelines:

The purpose of the Crime Prevention Grant Program is to reduce and prevent crime in Utah communities. Helping Utah citizens protect themselves and their property from crime is a priority for this grant program. Therefore, it is important for programs to analyze what is driving the crime rate in the community and then to develop strategies to prevent and reduce the crime problem.

There are two general types of crime prevention programs that will be funded:

1. **Universal prevention programs** – This type of crime prevention program is for the general public. Examples of universal crime prevention programs are neighborhood watch, public education campaigns, and youth educational activities.
2. **Selective prevention programs** – This type of crime prevention program targets individuals or specific groups because they are more likely than members of the general public to become involved in crime or be victims of crime. Examples of selective prevention programs are case management services for high-risk families, outreach services to seniors, and multi-cultural parenting classes.

FY 2009 State Crime Prevention Grant purpose areas (not in priority order):

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- Programs that prevent underage drinking (the use of alcoholic beverages by youth under the legal drinking age of 21).

Application Instructions

Your Application Narrative is limited to seven (7) pages. Do not count the Grant Cover Sheet (Section 1) or the Budget Tables & Narrative (section 6) in your seven pages. **Your Budget Tables & Narrative is limited to one or two pages.** Page length suggestions are provided for each section of the application. Maintain 1" margins and use an 11 point font size. Your response can be single-spaced.

Cover Sheet and Application Narrative

Section 1: Cover Sheet

Complete the Grant Cover Sheet and obtain the appropriate signatures.

Section 2: Agency Description (1/2 page)

Describe your organization's mission statement, purpose and goals. Explain why you are qualified to provide the proposed service(s) or program(s) and your experience working with your target population. Describe any past collaborative efforts.

Section 3: Problem Statement (1 page)

Explain what problem or problems you are trying to address with your program by answering the following questions:

1. What are the specific crime and/or gang problems in your community and what factors are driving the problem? Provide data from the latest three years to show that the problem exists.

You can obtain crime data from your local law enforcement agency or from the CCJJ website (www.justice.utah.gov).
2. Who will be served by your program and how is this population affected by the problem? Provide specific demographic data about your target population and explain why services are currently lacking.
3. Identify which funding priority area(s) your program will be addressing.

Section 4: Project Operations and Activities (1or 2 pages)

This section should address each of the following areas:

1. **Project Activities**

Describe your project activities. Explain how the project will address the problem you described in Section 3. Explain what will make the program work and cite relevant research to show that this program strategy is effective.

2. Project Staffing

Describe who will be responsible for the project and identify any staff to be hired. For each person or position listed, provide a brief job description and qualifications. Do not attach resumes.

Grant funds cannot be used to supplant the existing salaries of any employees. In other words, you cannot use grant funds to pay someone who is already being paid from other sources to do the same work.

3. Collaboration

Describe what other organizations or programs are involved in your project. Specify what contributions they are making to your program. Each listed organization must provide a letter of participation (MOU), which should be placed in Attachment A. Do not include letters of support.

Programs that fail to demonstrate active collaboration with other agencies or organizations will not be funded.

4. Timeline

Include a timeline of steps needed to implement the project. The timeline should identify program activities for the entire grant year (July 1, 2007 to June 30, 2008).

5. Purpose Area

Explain how your proposed program meets one or more of the funding purpose areas.

Section 5: Project Goals, Objectives and Performance Measures (1 or 2 pages)

If you are awarded funding, your project will be monitored to ensure that you are meeting your project's goals and objectives.

This section should contain the following information:

1. Project Goal(s)

A project goal(s) is what you hope your project will accomplish in the long-term. For example, your goal may be to prevent alcohol and other drug use by teen drivers. Or, your goal may be to reduce residential and car burglaries.

2. Project Objectives

Project Objectives describe the short-term results of your project. Objectives describe the specific activities of your project. Objectives must be measurable. For example, your objective may be to provide a two-part DUI awareness training for all driver's education students at the local high school. Or, your objective may be to reduce residential and car burglaries by five percent by forming and training eight new neighborhood watch areas.

3. Performance Measures

Performance measures tell how you plan to measure your project's success in achieving your objectives. Identify what type of data you plan to collect and how you will collect that data. For example, if your objective is to provide a two-part DUI awareness training to all driver's education students at the local high school, your performance measures would be the number of trainings provided and the percent of driver's education students who completed the two-part training.

A table, such as the one provided here, may be used to show the above information.

Goal: <i>To prevent alcohol and other drug use by teen drivers.</i>	
Objective	Performance Measures
To provide a two-part DUI awareness training for all driver's education students at the local high school.	The number of trainings provided. The percent of driver's education students who completed the two-part training.

4. Evaluation Plan

Complete this section by identifying who will be responsible for evaluating the project and how the evaluation plan will be developed.

Section 5a: Progress to Date (Continuation Projects only) (1/2 page)

If you are applying for funds to continue a project previously funded under these grant programs, you must provide information about your progress to date. Continuation projects can earn up five (5) additional points.

1. Explain how your project is successfully meeting its objectives and outcome measures. Provide data that verifies your project's activities and outcomes.
2. Provide information about your attempts (successful and unsuccessful) to find additional funding sources for your project.

Section 5b: Statewide Impact (1/2 page)

Clearly describe the ability of your agency and your project to have a statewide impact. Projects with a statewide impact provide crime prevention services for the entire state of Utah in addition to those of your immediate community or region. Five (5) additional points can be earned if you successfully demonstrate a statewide impact with this proposal.

Section 6: Budget Tables and Narrative (1 or 2 pages)

Complete the Budget Tables page by including cost and quantity of items to be purchased. You also must provide a brief narrative description in each budget category of the items to be purchased and explain how they will benefit your grant project. **No matching funds are required for the SCPG grant.**

Budget Categories

1. Personnel

List any full-time or part-time employees by job title and name (if known) who will be directly involved in your proposed project. Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.

Show the number of hours each employee will work on the project and the hourly wage of each employee. You can calculate the hourly rate of each person based on 8 hours per day, 40 hours per week, 174 hours per month, or 2,088 hours per year.

You may not pay an employee more than the average hourly wage for a comparable position in the community. Paid vacation and sick leave are allowable, but must adhere to your agency's policies. All leave earned must be used or paid during the grant.

Fringe benefits are based on the employer's share only. Fringe benefits for part-time employees must be prorated according to the percentage of total time spent on the project. Show how you calculated fringe benefits.

2. Contract Services

Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications must be attached to your application (label this Attachment B).

If you do not know whom you will hire as a consultant, you must describe the type of work the proposed consultant will do and explain why a consultant is needed. If you receive grant funding, you must get approval from CCJJ prior to hiring a consultant.

You must justify the consultant's fee in your budget narrative. You may not pay a consultant more than \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, unless you have received prior approval from CCJJ to exceed these amounts.

3. Equipment, Supplies and Operating

List all necessary project equipment and supplies. List supplies by type (e.g. office supplies, postage, training materials, copying paper, etc.) and show the basis of your computation. List any operating expenses associated with your project such as rent, telephone, photocopying and utilities.

CCJJ requires that all items purchased with grant funds must be done in a manner so as to obtain the best possible price. For purchases under \$1,000, no competitive quotes are required; however, the best source and price should still be selected. For purchases between \$1,000 and \$5,000, quotes should be obtained (by phone, fax, or letter) from at least two vendors. You must use the vendor with the lowest quote who meets your minimum requirements and delivery date. For purchases exceeding \$5,000, a competitive sealed bid process must be conducted or purchases must be made through the "State Contract" with approved vendors.

It is CCJJ's policy not to use grant funds to pay indirect costs or grant management costs associated with these projects.

4. Travel and Training

In this section list all in-state and out-of-state travel and training.

For in-state trips, include the per-mile reimbursement rate, anticipated miles to be traveled, and the number of people traveling.

For out-of-state training, list the actual conferences to be attended, the conference site and date, and estimated costs for travel, registration, lodging and per diem. Identify how many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project.

If training or conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified in your application.

Expenses for travel and training must adhere to Utah State Travel policies unless your organization's policies are more restrictive. **See Utah State Travel Rates at:** http://www.justice.state.ut.us/Grants/STATE_TRAVEL_INFO.pdf

Appendices and Attachments

Review the Certified Assurances and Grant Conditions (Appendix 1) and obtain original signatures. The Certified Assurances and Grant Conditions are only required to be attached to your original grant application. It is not necessary to include them with your copies.

Obtain the necessary Letters of Participation (Attachment A) and attach them to your grant after the Budget Narrative (Section 6). Include, if applicable, Consultant Resume(s) (Attachment B).

Score Sheet Sample

The following is a sample of the score sheet that will be used to evaluate your State Crime Prevention Grant application by the review committee.

Applicant:														
						Application Number:								
Reviewer:														
FY 2009 State Crime Prevention Grant (SCPG)														
Score Sheet														
Section 2: Agency Description (10%)					0	1	2	3	4	5	X	Total	Comments	
a.	Demonstrates knowledge of and experience in crime prevention strategies.										2			
b.	Past or current efforts have been collaborative in nature.													
Section 3: Problem Statement (20%)					0	1	2	3	4	5	X	Total	Comments	
a.	Clearly describes the problem to be addressed.										4			
b.	Thoroughly documents the problem with data and statistics from the past three years.													
c.	The target population is clearly defined and similar services for this population are currently lacking.													
d.	The project addresses one of the grant purpose areas													
Section 4: Project Operations & Activities (25%)					0	1	2	3	4	5	X	Total	Comments	
a.	Outlines clear & convincing plan to address the problem.										5			
b.	Cites relevant research to show efficacy of the project strategy.													
c.	The target population is clearly defined and similar													
d.	Project collaborators and their roles are identified.													
e.	Timeline of activities is reasonable.													
Section 5: Project Goals, Objectives, and (20%)					0	1	2	3	4	5	X	Total	Comments	
Performance Measures (30%)											6			
a.	Goals and objectives outlined are clear and reasonable.													
b.	Objectives listed are measurable.													
c.	Performance measures are clearly identified and appropriate for measuring success.													
d.	Evaluation plan is sound and will verify project success.													
Section 5a. Progress to Date (continuation projects only) (5%)					0	1	2	3	4	5	X	Total	Comments	
											1			
a.	Progress to date demonstrates project effectiveness.													
b.	Project demonstrates valid effort to secure other sources of funding.													
Section 5b. Statewide Impact (5%)					Yes = 5		No = 0		X	Total	Comments			

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